

**From:** [Paige Delgado](#)  
**To:** [Marc Greenberg](#); [R6 DWH EUL@EPA](#)  
**Subject:** Fw: SOP for Photo documentation for BP/NOAA boat cruises  
**Date:** 06/17/2010 05:17 PM  
**Attachments:** [Boat Photo Placard.doc](#)  
[Example Phot Placard.jpg](#)

---

Paige Delgado  
Federal On-Scene Coordinator  
Prevention and Response Branch (6SF-PO)  
U.S. EPA Region VI  
Office: 214.665.2724  
Cell: 469.371.2529

----- Forwarded by Paige Delgado/R6/USEPA/US on 06/17/2010 05:17 PM -----

**From:** Paige Delgado/R6/USEPA/US  
**To:** Susan Webster/R6/USEPA/US@EPA, Chris Petersen/R6/USEPA/US  
**Date:** 06/17/2010 03:43 PM  
**Subject:** Fw: SOP for Photo documentation for BP/NOAA boat cruises

---

Here is the SOP. I will look for the email I sent.

Paige Delgado  
Federal On-Scene Coordinator  
Prevention and Response Branch (6SF-PO)  
U.S. EPA Region VI  
Office: 214.665.2724  
Cell: 469.371.2529

----- Forwarded by Paige Delgado/R6/USEPA/US on 06/17/2010 03:43 PM -----

**From:** "Morgan, Bradley" <Brad.Morgan@WestonSolutions.com>  
**To:** Eric Delgado/R6/USEPA/US@EPA, Paige Delgado/R6/USEPA/US@EPA, Matthew Loesel/R6/USEPA/US@EPA  
**Date:** 06/16/2010 11:44 AM  
**Subject:** FW: SOP for Photo documentation for BP/NOAA boat cruises

---

I think this fell off the radar, but have you guys had any luck getting this out to the EPA personnel on the boats or is there something I can do to make it happen?

I am not sure how to get this information to the EPA personnel, like where they stage from etc.

Let me know,

**Brad Morgan**

**Weston Solutions, Inc.**

469) 374.7728 Direct

(972) 9777422 Cell

**From:** Fuller, Kris

**Sent:** Friday, June 11, 2010 2:54 PM

**To:** Morgan, Bradley

**Subject:** SOP for Photo documentation for BP/NOAA boat cruises

This is the SOP for photos and photos documentation for BP/NOAA boat operations. Follow this process to create and submit photos and photos documentation.

Attached you will find the photo placard you will be using as well as an example photo placard.

Follow these steps:

1. Fill out the photo placard
  - Photo name nomenclature – “BoatName-Date(mmddyy)-PhotoNumber(3 digits)” (example: OceanVeritas-061110-001)
  - Latitude – decimal degrees with 5 decimal places (example: 27.64736)
  - Longitude – decimal degrees with 5 decimal places (example: -88.47882)
  - Date – Format should be in “mm-dd-yy” (example: 06-11-10)
  - Time – Format should be in military time (example: 1345)
  - Description – Short write-up describing the photo
2. Take a close-up picture of the photo placard
3. Take the photo

Use this process for each picture you take.

When you return to camp, follow these steps to upload them:

1. Upon downloading the photos from the camera, leave all filenames as is
2. Zip all photos for that cruise
3. Upload the zip file to this ftp site and directory:
  - url – <ftp://solutions.westonproject.net/>
  - username – ftpuser
  - password – Waterfall8
  - directory – Boat Photos

We will grab them from the ftp site and upload both the photos and photo descriptions to Response Manager.



**Kris Fuller**

**Programmer/Analyst II**

**Weston Solutions, Inc.**

14160 Dallas Parkway, STE. 850

Dallas, TX 75254

469.374.7736 - direct

972.754-4715 - cell

[Kris.Fuller@WestonSolutions.com](mailto:Kris.Fuller@WestonSolutions.com)

<http://www.WestonSolutions.com>

CONFIDENTIALITY: This email and attachments may contain information which is confidential and proprietary. Disclosure or use of any such confidential or proprietary information without the written permission of Weston Solutions, Inc. is strictly prohibited. If you received this email in error, please notify the sender by return e-mail and delete this

email from your system. Thank you.

